



United States
Office of Personnel Management

Miscellaneous Administration and Program Series

GS-301

**Human Resources Systems Service
Office of Classification
April 1996, HRCD-1**

NOTE

This standard has been converted from the original paper format to electronic format without substantive change in series coverage or grading criteria. The standard was reviewed to correct errors that may have been introduced during the conversion process. In some standards minor corrections were made such as updating references to other documents that may have become obsolete, or correcting minor typographical errors in the original standard. Any errors that remain due to conversion to electronic format should be minor and are not intended to change the meaning of the original standard.

If you find page references near the right hand margin of this standard they indicate the pagination of the official, printed version of this standard. For example, a notation "PAGE 2, 4/88, TS-87" would mean that (1) page two of the printed version begins here, (2) the date of issuance was 4/88, and (3) the Transmittal Sheet number was TS-87.

Miscellaneous Administration and Program Series

GS-301

CONTENTS

COVERAGE	1
NATURE OF THE WORK	2
SERIES DETERMINATION	3
TITLES	3
EVALUATION OF POSITIONS	4

This series includes positions the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

This series definition supersedes the previous definition of the General Clerical and Administrative Series, GS-301. The revised definition for the Miscellaneous Administration and Program Series, GS-301, covers only the administrative (i.e., nonprofessional, two-grade interval) work of the previous GS-301 series definition. The clerical and other one-grade interval work is covered in the new Miscellaneous Clerk and Assistant Series, GS-303.

COVERAGE

The purpose of this series is, to cover two-grade interval work which is not elsewhere classifiable. The essential criteria for classifying positions in this series are:

1. that the primary work of the position is of an administrative, two-grade interval nature; and
2. that the primary work of the position is not classifiable in any other series.

Positions classified in the Miscellaneous Administration and Program Series, GS-301, involve specialized work for which no appropriate occupational series has been established. Typically, positions in this series are too few of a kind to have been recognize as separate lines of work. Some positions involve new or emerging work or, more rarely, mixtures of work that cannot be identified with an established series (see the SERIES Determination section of this fly sheet).

1. Positions that involve work for which a specific series exists. Such positions should be classified in the appropriate specific series, e.g., the Program Analysis Series, GS-345, the Quality Assurance Series, GS-1910.
2. Positions which cannot be identified with a specific series but are covered by another occupational group that has a general or miscellaneous series. Such positions should be classified in that series, e.g., the General Business and Industry Series, GS-1101.
3. Positions which include work covered by two or more professional series (e.g., Aerospace Engineering Series, GS-861, and Mathematics Series, GS-1390) and requiring employees with professional qualifications should be classified in the appropriate professional series.

4. Positions which include work covered by a professional series (e. g., Electronics Engineering Series, GS-855) and a nonprofessional series, (e.g., Computer Specialist Series, GS-334) and recurring professional qualifications should be classified in the professional series.
5. Work which involves responsibility for providing a combination of various management services such as personnel, budget, and management analysis should be classified in the Administrative Officer Series, GS-341.
6. Positions that primarily involve (one-grade interval) clerk, assistant, or technician work for which there is no appropriate series. Such positions should be classified in the Miscellaneous Clerk and Assistant Series, GS-303.

NATURE OF THE WORK

Work that is classified in a two-grade interval pattern up through GS-11 (i.e., GS-5, 7, 9, and 11) which has not been designated as professional in a series definition is generally referred to as administrative. Administrative work (and here the term administrative is used broadly to refer to positions on both the program or mission and the administrative or management services side of an organization) requires knowledge of the principles, concepts, policies, and objectives applicable to a program or administrative area. Although administrative work may not require education in specialized fields, it does involve skills (e.g., analytical, research, writing, and judgment) typically demonstrated by substantial, responsible experience the equivalent of a college level education.

PAGE 3, 1/79, TS-34

The duties of trainees in administrative fields often overlap those of full performance employees doing procedural work. In such cases the purpose of the assignment and the career ladder must be considered. For administrative or program specialist trainees such as signments are a temporary stage in their development to do work of a more judgmental and analytical nature. Additional guidance on distinguishing between one-grade interval and two-grade interval work is available in several standards that discuss this issue, e.g., the Personnel Clerical and Assistance Series, GS-203, the Management Clerical and Assistance Series, GS-344, the Medical Technologists Series, GS-644, and the Engineering Group, GS-800. Although these discussions relate to particular kinds of work, they may be helpful in understanding the differences between one- and two-grade interval work as they relate to the entire General Schedule occupational structure.

SERIES DETERMINATION

Positions frequently involve mixtures of work classifiable in more than one occupational series. As a general rule, mixed positions should be classified in the series appropriate for the paramount qualifications required. If qualifications in two or more occupations are equally important, the position should be classified in the series appropriate to the grade controlling duties. If, in such

a case, the grade level of the various duties of the position are equal, the position should be classified in any one of the series involved that would provide a satisfactory recruiting base.

The qualification requirements of the series in which a mixed position has been classified should constitute the principal recruiting base for filling the position. Other qualifications needed to do the work that fall outside of the chosen series may constitute selective or quality ranking factors. Only in those relatively rare cases where none of the qualification standards for the series involved would provide an adequate avenue of recruitment should classification in the Miscellaneous Administration and Program Series, GS-301, be considered.

PAGE 4, 1/79, TS-34

Some positions involve new or unusual kinds of work not exactly described in any established occupational series. In classifying such positions one should choose the specialized series that best-fits the type of work. The fact that the duties of a position do not precisely match the definition of a series does not prohibit its use. If the position requires the same basic qualifications, the series should be used. Again, as in the case of mixed positions, the Miscellaneous Administration and Program Series, GS-301, should be used only as a final recourse.

Certain series definitions do not specifically mention planning, development, evaluative, managerial, or other common functions that may be performed by employees in an occupation. However, if the basic subject matter knowledge, the skills, and the career ladder for the positions engaged in such functions are within a specific series, the positions should be classified in that series rather than the Miscellaneous Administration and Program Series, GS-301.

TITLES

No titles are specified for positions in this series. To avoid confusion with the Administrative Officer Series, however, it would be desirable not to use the word "administrative" in the titling. In constructing titles, follow the guidance in the Position Classification Standard--General Introduction, Background, and Instructions.

EVALUATION OF POSITIONS

Individual worker positions classified in this series are to be evaluated by reference to an appropriate multiseries guide or, if none is applicable, a standard for a specific occupational series that involves analogous knowledge and skills.

Positions classified in this series that meet the criteria of the Supervisory Grade-Evaluation Guide for evaluation as supervisors are to be evaluated by Part II of that guide.